

AMENDMENT

It is agreed by and between the State of Vermont, Department of Vermont Health Access (hereafter called the "State") and Bi-State Primary Care Association (hereafter called the "Grantee") that the grant on the subject of providing free, in-person enrollment assistance for Vermont Health Connect to individuals and businesses in communities across Vermont, effective July 10, 2014, is hereby amended effective May 15, 2015 as follows:

1. By deleting beginning on page 1 of 31 of the base agreement, number 5: Source of Funds, and substituting in lieu thereof the following number 5:

5. Source of Funds: Global Commitment \$66,542.10 Federal \$35,048.90

2. By deleting beginning on page 1 of 31 of the base agreement, number 6: Federal Funds Information, and substituting in lieu thereof the following number 6:

6. Federal Funds Information:

CFDA Title: Cooperative Agreement to Support Establishment of the Affordable Care Act's Health Insurance Exchange

CFDA Number: 93.525

Award Name: Cooperative Agreement to Support Establishment of the Affordable Care Act's Health Insurance Exchange

Award Number: 1 HBEIE130147-01-00

Award Year: FFY20 13

Federal Granting Agency: HHS/CMS Center for Consumer Information and Insurance Oversight (CCIIO)

Research and Development Grant? Yes No X

Amount: \$35,048.90

CFDA Title: Medical Assistance Program

CFDA Number: 93.778

Award Name: Medicaid -Admin and Program

Grant Number: 1205VT5ADM

Award Year: FFY20 14

Award Number: VT20133

Federal Granting Agency: HHS/CMS Center for Consumer Information and Insurance Oversight (CCIIO)

Research and Development Grant? Yes No: X

Amount: \$38,128.62

3. By deleting beginning on page 7 of 31 of Attachment A (Scope of Work to be Performed), Subrecipient Deliverables, and substituting in lieu thereof the following Subrecipient Deliverables:

Subrecipient Deliverables

1. Target Population and Enrollment:

The Subrecipient's target population includes the general public, small businesses, those with Qualifying Events (QE), and other Assistors. The geographic reach for each audience varies. The reach for the general public will include Central and Northeastern Vermont, primarily Washington, Orange, Orleans, and Caledonia Counties. Presentations for small businesses will be focused in Washington County, with enrollment assistance available to all who request it. Outreach will be statewide for those experiencing QEs, primarily due to birth of a child or release from prison.

2. The Subrecipient shall conduct 160 individual consultations from July 1, 2014 – June 30, 2015: 50 by 9/30/14; 50 by 12/31/14; 35 by 3/31/15; 25 by 6/30/15. The Subrecipient shall conduct consultation and/or education sessions, which are defined as encounters, at least 10 minutes in length, regardless of the number of individuals/family members included in it; e.g., a consultation/education session with a couple or family regarding their options for enrollment would be counted as one session.

3. Outreach and Education:

The Subrecipient shall implement multiple modes of outreach and education to reach a total of 15,600 individuals throughout the grant cycle; 900 by 9/30/14; 3,000 by 12/31/14; 5,880 by 3/31/15, and 5,780 by 6/30/15.

The Subrecipient shall maintain the following Outreach Efforts:

- Set up a Discussion Forum near the start of Open Enrollment for the public to ask questions and receive information
- Assist and/or participate in radio and television promotions
- Launch social media campaigns
- Provide VHC presentations to businesses in the central Vermont area as well as at trade organizations not currently served by local Navigator Organizations and will coordinate to disseminate information to small business owners
- Target pharmacies, laundromats, libraries, child care centers, city centers, health centers, and other venues where the community is likely to frequent
- Expand existing support to include additional trainings, content expertise, and easily accessible resources
- Hold Peer to Peer meetings including face-to-face meetings being held in-person, via the internet, and/or with special break-out sessions held at the Subrecipient's annual conference
- Create template documents that can be modified by others and used for patient in-reach or community outreach

Subrecipient will be required to conduct outreach and education for Vermont Health Connect, including:

- Participating in the planning and staffing of enrollment events in collaboration with the VHC Outreach Manager;
- Providing a visible Vermont Health Connect presence at community venues, events, fairs and/or festivals at least five times during grant period;
- Coordinating with geographically overlapping Navigator organizations to avoid duplication of effort;

- Identifying locations and dates for Vermont Health Connect events in the communities they serve; and,
- Placing Vermont Health Connect materials in markets, community centers, faith institutions, and other physical and online venues that their target population frequents.

The Subrecipient shall share detailed plans for the outreach and engagement listed above with State's Navigator Project Director – both verbally and through online tools as directed by the Project Director. The Subrecipient will be expected to adhere to the Project Director's guidance regarding public communication, coordination with other Navigator organizations, and necessary adjustments to outreach and enrollment efforts.

4. By deleting on page 10 of 31 of Attachment B (Payment Provisions), the Budget Table, and substituting in lieu thereof the following Budget Table:

Budget for 7/1/2014 - 6/30/15		
Category	Total Cost	
Project Management	\$72,984	
Navigator & Non-Navigator	\$72,984	
Technology & Equipment	\$1,150	
Telephone Services & Equipment	\$770	
Security Software and Hardware	\$100	
Printer	\$280	
Travel	\$7,715	
Mileage, Hotel, Food, Etc.	\$5,215	
Educational Conference for Lead Navigator	\$2,500	
Administration & Other	\$19,742	
Rent	\$ 4,187	
Administrative Overhead	\$9,488	
Event Fees	\$2,000	
Office Supplies	\$1,200	
Postage	\$475	
Legal Services	\$1,400	
Business Insurances	\$592	
Meetings	\$400	
TOTAL GRANT AMOUNT	\$101,591	

5. By deleting beginning on page 11 of 31, Attachment C (Customary Provisions for Contracts and Grants) and substituting in lieu thereof Attachment C revised 9/3/14, which is included as part of this amendment beginning on page 5.

This amendment consists of 8 pages. Except as modified by this amendment and any previous amendments, all provisions of this grant, (#03410-1360-15) dated **July 10, 2014** shall remain unchanged and in full force and effect.

**STATE OF VERMONT
DEPARTMENT OF VERMONT HEALTH ACCESS**

**GRANTEE
BI-STATE PRIMARY CARE ASSOCIATION**

ROBERT SKOWRONSKI, DEPUTY COMMISSIONER DATE
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LORI REAL DATE
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ATTACHMENT C
STANDARD STATE PROVISIONS FOR CONTRACTS AND GRANTS

- 1. Entire Agreement:** This Agreement, whether in the form of a Contract, State Funded Grant, or Federally Funded Grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.
- 2. Applicable Law:** This Agreement will be governed by the laws of the State of Vermont.
- 3. Definitions:** For purposes of this Attachment, "Party" shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement.
- 4. Appropriations:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by federal funds, and in the event federal funds become unavailable or reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.
- 5. No Employee Benefits For Party:** The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the state withhold any state or federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.
- 6. Independence, Liability:** The Party will act in an independent capacity and not as officers or employees of the State.

The Party shall defend the State and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

After a final judgment or settlement the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party.

The Party shall indemnify the State and its officers and employees in the event that the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party.

- 7. Insurance:** Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the state through the term of the Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and

protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.

General Liability and Property Damage: With respect to all operations performed under the contract, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations
Products and Completed Operations
Personal Injury Liability
Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence
\$1,000,000 General Aggregate
\$1,000,000 Products/Completed Operations Aggregate
\$ 50,000 Fire/ Legal/Liability

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than: \$1,000,000 combined single limit.

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

Professional Liability: Before commencing work on this Agreement and throughout the term of this Agreement, the Party shall procure and maintain professional liability insurance for any and all services performed under this Agreement, with minimum coverage of \$ N/A per occurrence, and \$N/A aggregate.

- 8. Reliance by the State on Representations:** All payments by the State under this Agreement will be made in reliance upon the accuracy of all prior representations by the Party, including but not limited to bills, invoices, progress reports and other proofs of work.
- 9. Requirement to Have a Single Audit:** In the case that this Agreement is a Grant that is funded in whole or in part by federal funds, the Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the granting Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required.

For fiscal years ending before December 25, 2015, a Single Audit is required if the subrecipient expends \$500,000 or more in federal assistance during its fiscal year and must be conducted in accordance with OMB Circular A-133. For fiscal years ending on or after December 25, 2015, a Single Audit is required if the subrecipient expends \$750,000 or more in federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.

- 10. Records Available for Audit:** The Party shall maintain all records pertaining to performance under this agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the performance of this agreement. Records produced or acquired in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of the Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
- 11. Fair Employment Practices and Americans with Disabilities Act:** Party agrees to comply with the requirement of Title 21V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement. Party further agrees to include this provision in all subcontracts.
- 12. Set Off:** The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.
- 13. Taxes Due to the State:**
- a. Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
 - b. Party certifies under the pains and penalties of perjury that, as of the date the Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
 - c. Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
 - d. Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

14. Child Support: (Applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date the Agreement is signed, he/she:

- a. is not under any obligation to pay child support; or
- b. is under such an obligation and is in good standing with respect to that obligation; or
- c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

15. Sub-Agreements: Party shall not assign, subcontract or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party also agrees to include in all subcontract or subgrant agreements a tax certification in accordance with paragraph 13 above.

16. No Gifts or Gratuities: Party shall not give title or possession of any thing of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

17. Copies: All written reports prepared under this Agreement will be printed using both sides of the paper.

18. Certification Regarding Debarment: Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs, or programs supported in whole or in part by federal funds.

Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at:

<http://bgs.vermont.gov/purchasing/debarment>

19. Certification Regarding Use of State Funds: In the case that Party is an employer and this Agreement is a State Funded Grant in excess of \$1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.